



GOVERNANCE POLICY

EMPLOYEE TRAINING

Policy Number
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HR.05
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December 2014
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EMPLOYEE TRAINING

POLICY

The purpose of this policy is to ensure that The Flinders Ranges Council employees are provided with, and able to access, high quality training and development initiatives and practices which support the objectives of Council's Strategic Plan, Annual Business Plan and Long Term Financial Plan and allow supervisors to maximise the contributions of the staff.

Training is primarily the responsibility of the Senior Leadership Team with coordination provided by the Director, Finance and Administration.

1. Principles

Council undertakes to:

- Provide employees with access to training that is relevant to their work needs and encourage them to participate effectively in the training offered.
- Offer training that is competency based and wherever possible, assessed in the workplace.
- Ensure that training provided to Council staff is based on an annual training needs analysis which will include needs identified as a result of the Annual Performance Development Review.
- Include the future needs of Council in its training needs analysis with particular attention being given to developments in technology, best practice and competitive tendering as it affects Local Government.
- Provide training initiatives and practices which are ethical, timely, relevant and cost effective.
- Encourage employees to be creative in their work and continually seek new and better ways of working.
- Support employees in their competency development when undertaking training in fields directly related to Council work activities.
- Promptly consider self-initiated training requests.

2. Budget

Council will adopt an annual training and development budget each financial year for individual training and staff development appropriate for local government staff.

3. Training

The annual training and development budget allocation will be available for mandatory / legislated staff training, competency training and self-initiated training.

Council staff are able to initiate personal development by way of study or training.

Identified study or training is encouraged and if staff believe that study or training discussed during annual Performance Development Reviews and not currently offered as part of the annual Training Needs Analysis will assist and / or improve their function within their current



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role or an available promotion, a written request for support for the study or training may be provided to Council for consideration.

The written request must detail the full content of the study or training and associated costs (including any rebate for prior learning credits), and justification of the benefit to Council.

Council will consider the written request and if it is agreed that the study or training is relevant for the staff member, Council will offer the following:

	Financial Contribution following completion of training course / study		Paid Study Leave Hours Per Week available only during Normal Work Hours *	Ongoing Employment Commitment
	Maximum Course Per	Maximum Module Per		
Assist in current role	\$1,500	\$400	4	12 months
Assist further understanding of Current Role	\$1,000	\$300	2	6 months
Relevant for identified promotion	\$1,000	\$200	1	6 months
Self development	\$250	\$100	0	3 months

* unless otherwise negotiated

Paid study leave is only available during normal working hours and the period granted is to be utilised for the completion of exercises / assignments which are essential to the course and time required for practical training and examinations.

Council approval for the requested study or training will be provided in writing detailing the financial support available following the successful completion of the course, and the specified period of study time granted.

Staff granted a Financial Contribution for a training course / study are required to guarantee a minimum ongoing period of employment. If the employment is terminated, for whatever reason, a portion of the training course / study fee may be required to be refunded to Council. Refer above table. This clause also applies to Council initiated skills training.


Any requests for adjustment to the agreed approval must be made in writing by the staff member.

4. Legislation

Work Health and Safety Act 2012 (Commonwealth)

5. References

Nil

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6. Review

This Policy shall be reviewed at least every five years or more frequently if legislation or Council needs changes to the content.

Reviewed by Senior Leadership Team 2 October 2014

Adopted by Council 16 December 2014
Resolution 255/2014

Review Date	Version Number	Change	Resolution
Presented to 2014 October Ordinary Council Meeting – placed out for public consultation Consultation period: 14 October – 28 November 2014			
June 2015	2	Ongoing employment requirement	196/2015
13 February 2018	2	Reviewed by PRRC 30Jan18 – No changes	020/2018
19 April 2022	2	Minor grammar and formatting changes	65/2022